

## **Addendum to NGNJ JFHQ REG 1035-01 – Telework Program**

### Limited Exception to Policy for DoD Components

#### **A. References**

1. Department of Defense Instruction 1035.01, Enclosure 3, paragraph 3.j.(2)
2. Secretary of Defense Memorandum, “Civilian Personnel Guidance for DoD Components in Responding to Coronavirus,” dated 08 March 2020
3. Defense Civilian Personnel Advisory Service Memorandum, “Civilian Personnel Guidance for DoD Components in Responding to Coronavirus Disease 2019,” dated 09 March 2020

#### **B. Overview**

1. This addendum authorizes a limited exception to policy to New Jersey National Guard (NGNJ) Joint Force Headquarters (JFHQ) Regulation 1035-01 – Telework Program, dated 01 January 2019. This exception to policy applies to the following personnel:
  - i. Title 32 Dual Status Technicians
    1. Permanent
    2. Indefinite
    3. Temporary
  - ii. Title 5 National Guard Employees
    1. Permanent
    2. Indefinite
    3. Temporary
  - iii. Active Guard Reserve
    1. Permanent
    2. Temporary
    3. ADOS and OTOT
2. The NGNJ Agency Head may authorize personnel listed above to telework during an emergency (e.g. continuity of operations event, office closure due to adverse or inclement weather, or pandemic health crisis) with a child or other persons requiring care of supervision present at home.
3. Employees must still account for work and non-work hours during his or her tour of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for a child or dependent).
4. Supervisors must ensure that their teleworking employees always have a sufficient amount of work to perform throughout the workday when he or she is teleworking. An employee who does not have enough work must notify his or her supervisor to receive additional work or discuss leave options such as annual leave, advanced annual leave, other paid time off (e.g., earned compensatory time off, earned credit hours), or leave without pay. Considerations for portable work include but are not limited to: reading reports, analyzing documents and studies, preparing written letters or memoranda, and other correspondence; setting up conference calls.
5. All telework program participants will be ineligible for weather and safety leave during a closure except in rare circumstances when one of the exceptions under 5 CFR 630.1605(a)(2) applies. They must telework for the entire workday, take other leave (paid or unpaid) or other time off, or use a combination of telework and leave or other paid time off.
6. This addendum is effective 11 March 2020 until 31 December 2020 unless further authorized by the NGNJ Human Resources Office.